The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, December 15, 2003, in the Board Room at El Camino College.

The following Trustees were present: Dr. Nathaniel Jackson, President; Dr. Robert Haag, Vice President; Mr. William Beverly, Secretary; Mrs. Lila S. Hummel, Mrs. Mary E. Combs, Member; and Ms. Celina Luna, Student Member.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Patricia Caldwell, Vice President—Student and Community Advancement; Mr. Victor Hanson, Vice President—Administrative Services; and Dr. Nadine Hata, Vice President—Academic Affairs.

Minutes of the Regular Board Meeting of November 17, 2003
The Minutes of the Regular Board Meeting of November 17, 2003 were approved.

Oath of Office
Mary E. Combs took Oath of Office.

Annual Organizational Meeting
This meeting was called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, and (B) any other District officers desired; to (C) set the time and place of Board Meetings; (D) (E) (F) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; to (G) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes; and to (H) select a Board Member as a representative who shall have a vote in electing members of the County Committee on School District Organization. In addition, it was called as a regular meeting.

A. Election of Officers for Period December 15, 2003 through Annual Organizational Meeting in December, 2004
It was moved by Trustee Hummel, seconded by Trustee Jackson, that the Board elect Trustee Robert Haag, President; Trustee William Beverly, Vice President; and Trustee Lila S. Hummel, Secretary for the period December 15, 2003, through the Annual Organizational meeting in December, 2004. Motion carried.
It is recommended that the Board elect officers for the period December 15, 2003, through Annual Organizational Meeting in December, 2004.
B. **Secretary to the Board for Period December 15, 2003 through Annual Organizational Meeting in December, 2004**

It was moved by Trustee Hummel, seconded by Trustee Jackson that Thomas M. Fallo be appointed Secretary to the Board for the period December 15, 2003, through Annual Organizational Meeting in December, 2004. Motion carried.

C. **Time, Date and Place of Board Meetings**

It was recommended that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2004 are as follows:

- Tuesday, January 20, 2004
- Tuesday, February 17, 2004
- Monday, March 15, 2004
- Monday, April 19, 2004
- Monday, May 17, 2004
- Monday, June 21, 2004
- Monday, July 19, 2004
- Monday, August 16, 2004
- Monday, September 13, 2004
- Monday, October 18, 2004
- Monday, November 15, 2004
- Monday, December 20, 2004

Motion carried.

D. **Order of Administrative Authority in Absence of Superintendent/President**

It was recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 15, 2003, through Annual Organizational Meeting in December, 2004:

Nadine Hata, Patricia Caldwell, Victor Hanson

Motion carried.

E. **Acting Secretary to the Board of Trustees**

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 15, 2003, through the Annual Organizational Meeting in December, 2004, it was recommended that the Vice Presidents will serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Nadine Hata, Patricia Caldwell, Victor Hanson
Motion carried.

F. **Documents Authorized for Signature of Superintendent**
   It was recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in the absence from the College during the period from December 15, 2003, through Annual Organizational Meeting in December, 2004.

Motion carried.

G. **Signature Authorization**
   It was moved by Trustee Hummel, seconded by Trustee Jackson that the Board authorize signatures as follows:

1. **Authority to Sign “A” and “B” Warrants**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees; Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

2. **Authority to Sign Contracts**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to be authorized to sign contracts during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

3. **Authority to Sign Purchase Orders**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees,
Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, and all Associated Student funds during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign purchase orders for the bookstore fund during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Janet L. Clarke, Director of Purchasing and Business Services; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, be authorized to sign contract change orders during the period of December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Marcia M. Wade, Director of Human Resources; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung,
Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

8. **Cafeteria Funds**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Cafeteria funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

9. **Trust Funds**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

10. **Associated Students Bank Account**
    Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

11. **Bookstore Fund**
    Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Lynnda Nelson, Director of the Bookstore; Pamela Fees, Business Manager; and
Janice Ely, Director of Accounting, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

12. **El Camino College Business Office Account**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

13. **Auxiliary Services Fund**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, two signatures required.

14. **Dental Self-Insurance Fund, Wells Fargo Bank Account**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to $30,000, during the period December 15, 2003, through Annual Organizational Meeting December, 2004, two signatures required.

15. **National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting, to draw
money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, any two signatures required.

16. **Computer Loan Revolving Cash Fund – El Camino Community College District**
   Thomas M. Fallo, Superintendent; Nadine Hata, Vice President – Academic Affairs; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; Janice Ely, Director of Accounting; Josie Cheung, Accounting Officer; and Estella Lee, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, one signature only being required.

17. **El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates**

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 15, 2003, through Annual Organizational Meeting in December, 2004, facsimile signature up to $5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Victor Hanson, Vice President – Administrative Services; Patricia Caldwell, Vice President – Student and Community Advancement; Pamela Fees, Business Manager; and Janice Ely, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Sharon McClean, Director, Financial Analysis; Suleman Moloo, Controller; Neil Butterbaugh, Vice President – Claims; Bridget Silva, Claims Manager; Tami Oh, Claims Supervisor; and Tim Keenan, Senior Vice President.

Motion carried.

H. **Los Angeles County Committee on School District Organization**
The Board appointed Trustee Lila S. Hummel as a representative to the Los Angeles County Committee on School District Organization.

**El Camino College Foundation**
Mr. Roger Maddaford, President and Mr. Dana Ward, Treasurer, presented the Annual Report for the El Camino College Foundation.

**Public Hearing for Environmental Impact Report and Facilities Master Plan**
It was moved by Trustee Beverly, seconded by Trustee Jackson that a Public Hearing for the Environmental Impact Report and Facilities Master Plan be opened at 4:37 p.m. Motion carried.

No comments were made. Public Hearing closed at 4:38 p.m.

**Consent Agenda**
It was moved by Trustee Beverly, seconded by Trustee Combs, that the Board approve items presented on the agenda in the following areas.

**Academic Affairs**
Full Time Faculty Obligation
Proposed Curriculum Changes – Effective 2004/2005 Academic Year

**Student and Community Advancement**
Student Field Trips
Community Education Class – Fall 2003
Community Education Program – Spring 2004
Temporary Casuals Employment

**Administrative Services**
Environmental Impact Report and Facilities Master Plan
Contracts/Personal Service Agreements Valued at $50,000 or Higher
Change Orders – Public Works Project
Board Policy 5570 – Student Credit Card Solicitation
Purchase Orders

**Measure E Bond Fund**
Contracts/Personal Service Agreements valued at $50,000 or Higher
Purchase Orders
Human Resources
Employment and Personnel Changes
Classified Professional Growth
New Classified Position classification Specifications
Notice and Scheduling of Hearing: Negotiations – El Camino Community College District and the El Camino Police Officers Association
Volunteers

President/Board of Trustees
2004 Goals of the Board of Trustees
Travel

Motion Carried

Closed Meeting
Meeting adjourned to closed session at 5:09 p.m. Meeting reconvened at 6:00 p.m. and immediately adjourned.

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Lila S. Hummel, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board